



Sheriff Sergeant

Department: Sheriff

Class Code: 2621

EEO Code: 24

FLSA: N

Effective: 01/10/2000

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in providing front line supervision in the Jail, Courts or Civil Process Divisions within the Sheriff's Department; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises and coordinates activities of subordinates; schedules shift assignments and completes time sheets for all shift personnel; maintains security throughout jail facility, ensuring a safe environment for inmates, personnel and visiting public; directs operations in emergency situations requiring tactical decisions; oversees control room operations to include operation of computer, radio, phones, and logging of all intakes and releases; responds to inmate grievances, complaints and questions; ensures security and safety of all court personnel, judges, clerks, attorneys, defendants, plaintiffs and general public; oversees courtroom case load and court availability for following day; monitors and controls inmates movement within court complex; serves a variety of civil process papers; conducts field training for subordinates; orients, trains, evaluates, and disciplines subordinate personnel; enforces state law and Chesterfield County ordinances; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of modern methods and practices of Jail/Courts operations; of applicable federal, state, and local laws and ordinances; of departmental rules and regulations; of effective supervision. Considerable skill in acting quickly and calmly in emergency situations; in determining proper courses of action; and in establishing effective working relationships with other employees, other law enforcement agencies, the incarcerated and the general public.

Must successfully complete any written, physical, mental, drug screening tests established by policy; must successfully complete all mandated training within established time frames; must be physically capable of effecting arrests, subduing violent inmates, and pursuing fleeing inmates on foot.

MINIMUM EDUCATION AND EXPERIENCE:

High school graduate or completion of GED; two years experience in corrections or law enforcement field or an equivalent combination of training and experience preferred. Must possess a valid Virginia motor vehicle operator's license.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
